



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Program Development 333 State Office Building Atlanta, Georgia 30334	Application Number <b>81-26-A</b>	
Application Number		Date Received DEC 10 1981	Date Completed DEC 29 1981
2. Person to Contact Lorna Riddle		Working Title Program Development Coordinator	Telephone Number 656-2547
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>81-26</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ To Present _____		5. Records Series Title (followed by title used in office, if different) Personnel Development Program Grants/Contracts Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Development Unit is responsible for providing staff development for all vocational teachers and administrators, Statewide, by administering grants and contracts with colleges, universities, consulting firms and business agencies for staff development programs. The Unit also plans and coordinates Statewide conferences and meetings for staff development training, and coordinates the teacher testing program for certifying vocational teachers.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Coordinating staff development activities resulting from Personnel Development Grants.  Included are: Project Proposal (Requests For Proposal, RFP, and/or Prospectus may be included, if applicable; also, budget form DE 0448); grant agreements; correspondence; interim reports (including form DE 0220); and close-out correspondence.  File is arranged: Numerically by Project number and alphabetically by conducting institution.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>weekly</u> ; twenty-five months and older <u>annually</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N	A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Sometimes summarized in final project report.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partial duplication of fiscal material in Office of Administrative Svcs.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Fiscal monitoring data (FACS).

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | 1 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

State audits annually.

Staff Development programs frequently built onto or tie into programs of previous years; thus, files are needed for reference.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
John Lloyd A. Wagner, Jr.	12/9/81	Walker L. Basingardner	12-9-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-22-81
		Secretary of State/Designee	12-21-81
		Attorney General/Designee	12-16-81



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Application Number		Date Received <b>1-9-81</b>	Date Completed <b>11-20-81</b>
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X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? partial duplication of fiscal material in Office of Administrative Svcs.
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X		j. Does the record series result in a computer printout? fiscal monitoring data (FACS)

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|--------------------------|--------------|-----------------------------------|----------------------|
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Attach copy or excerpt of laws or regulations. Explain administrative need.

State audits annually

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# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each: \_\_\_\_\_ 11/6/81

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- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 3 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>L. D. Lanning</i>	<i>1/7/81</i>	<i>Walter L. Baumgardner</i>	<i>1-7-81</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<i>1-16-81</i>
		<i>Carroll Hart</i>	<i>1-14-81</i>
		<i>[Signature]</i>	<i>1/16/81</i>